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CS 205: Introduction to Computers and Office Productivity Software

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Syllabus

CS205 – Introduction to Computers and Office Productivity Software

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Course Description:

Focus on learning MS Office software applications including word processing (intermediate), spreadsheets, database and presentation graphics using a case study approach where critical thinking and problem solving skills are required. Computer concepts are integrated throughout the course to provide an understanding of the basics of computing, the latest technological advances and how they are used in industry. Ethics and issues encountered in business are discussed to challenge students on societal impact of technology.

Course Format:

A combination of lecture and lab activities will be used during class. Typically, the first part of the class will be dedicated to lecture and the remainder of the class will be used to complete lab-based assignments. A training CD is available to provide supplemental task based instruction. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

Credit Hours: 4 quarter hours

Course-Prerequisites:

None, however a basic understanding of computers and word processing (as acquired in high school) is assumed. Specific concepts and tasks are listed below. *

Course Goals:

1. To understand the fundamentals of computing so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions.
3. To be aware of the latest technologies and their application to organizations.
4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions

Course Objectives:

1. To integrate computer concepts topics with software application tasks so students understand the concepts underlying the application and can make informed decisions regarding the selection of an application to solve a particular business problem.
2. To understand the fundamentals of computing such as how a computer works, the components of the system unit, the differences between operating system and application software and the importance of security and data protection to provide a broad understanding of technology and its impact on business.

3. To develop strategies for organizing and managing files using the current operating system.
4. To learn desktop publishing and mail merge features including inserting hyperlinks, setting columns, creating tables, editing graphics and other sophisticated word processing features to maximize productivity.
5. To use statistical, financial and logical spreadsheet functions and formulas and other decision support tools to analyze data and solve problems using real world cases and scenarios.
6. To select and create graphs and chart that accurately represent data.
7. To understand how to create a database that eliminates data redundancy and ensures data integrity and how to access and present information from the database.
8. To be able to import and export data across multiple applications by evaluating data and choosing the best combination of applications to present the data.
9. To design visually appealing presentations that present data effectively and in the most appropriate format to convey the intended message.

Books:

Discovering Computers, Fundamentals Third Edition, Shelly, Cashman and Vermatt, Thompson Publishing, 2007, ISBN 1-4188-4372-5.(DC)

New Perspectives Microsoft Office 2003 Premium Edition, Shaffer, Ruffalo, Thompson Publishing, 2007, ISBN 1-4188-6076-X.(NP)

Casegrader, Microsoft Office Excel 2003 Casebook with Autograding Technology, Crews, Murphy, Thompson Publishing, 2006, ISBN 1-4188-3923-X.(CG)

SAM Assessment CD – used for training and testing.

Note: All of the above materials are packaged to save cost and available in the campus bookstore. All materials are required.

Course Grading and Evaluation:

Scheduled Quizzes- 3 total covering Concepts	25 %
Exam 1 – Word and Excel	25 %
Exam 2 - Database, PowerPoint, Integration	25 %
Assignments/Projects	25 %

Tentative Scale:

90 -100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59 % and below	F

Course Administration:

1. Academic Integrity:

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students:**

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals' work during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not turn in the same work in more than one class unless permission is received in advance from the professor.
5. Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take home tests, papers, or homework assignments.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
7. Know the policy-ignorance is no defense. If you have any questions regarding academic misconduct, contact your instructor. Those who violate campus rules are subject to disciplinary action.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be referenced at: <http://www.wright.edu/students/judicial/integrity.html>

2. Responsible Use of Information Technology:

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges

and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

3. Student Disabilities:

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.

Course Pre-requisites/Skills: *

The majority of students enrolled in CS 205 possess basic computer skills learned either in high school or on the job. If you do not have the skills listed below or need a refresher, the Office 2003 book contains a companion training CD (i.e. SAM 2003 Training Companion) that will lead you through tasks step by step. The assumed basic skill set includes:

Windows XP Operating System(SAM training, see page WIN3 and FM 3)

- start a computer running windows and logoff/shutdown the computer
- use the Start menu to run software programs and switch between them
- manipulate windows
- access the Help system
- navigate using Windows Explorer and My Computer
- manage Recycle Bin
- basics of file management including copying, renaming, moving and deleting files and creating folders

Browser and E-mail Basics: (SAM training, see page BEB 3)

- open a web page using a browser such as Internet Explorer
- navigate to links on web pages
- use bookmarks and organize favorites
- create, read, reply and forward e-mails
- add an attachment to an e-mail

Common Office Features: (SAM training, see page OFF 3)

- start a software application including minimizing, maximizing and restoring a window
- switch between applications and files
- open an existing document, create a new document
- print a file
- close a file

Word Basic Skills:

Word Tutorial 1(SAM training, see page WD 3)

- open, close documents
- insert and manipulate text
- display formatting marks, insert text
- change font type and size and apply formatting such as boldface, italics, underlining, and text alignment

Word Tutorial 2 (SAM training, see page WD 41)

- spell check, grammar check
- use clipboard to copy and past text
- align and format text
- create hanging indent
- insert comments

Word Tutorial 3(SAM training, see page WD 89)

- set tabs and margins
- insert page breaks and page numbers
- create headers and footer
- create and format tables
- use various document views

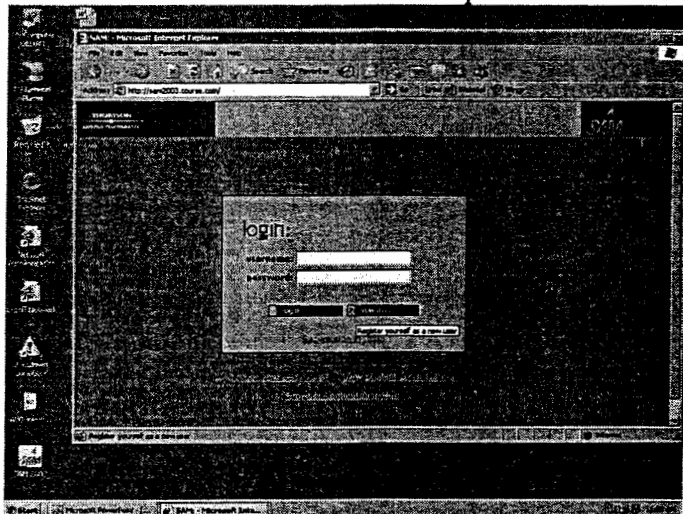
Tentative Course Schedule

Week	Topic	Assignment
1	Course Overview - Using the SAM Tutorial and SAM Assessment Tools, Introduction to Computers File Management(Windows) The Internet and WWW(overview) The Components of a System Unit Input and Output	Read DC Ch 1 pp 1-48 Read NP FM 1-24, Do: Using Files lab Read DC pp 50-63 Read DC Ch 4 pp 133-156 DC p. 196 only Read DC Chapter 4, pp 133-158
2	Application Software(Overview) Desktop Publishing and Mail Merge using Word Operating Systems and Utility Programs Finish word processing/lab time	Read DC Ch 3 pp 99-127 NP Word Tutorial 4, ppWD135-173, Word Case Problem TBA Read DC Ch 7 pp 250-275
3	Using Excel to Manage Data Working with Formulas and Functions Concepts Quiz 1	NP Tutorial 1, pp EX 2-EX43 No Case Assigned NP Tutorial 2 pp EX 51-85, Excel Case TBA

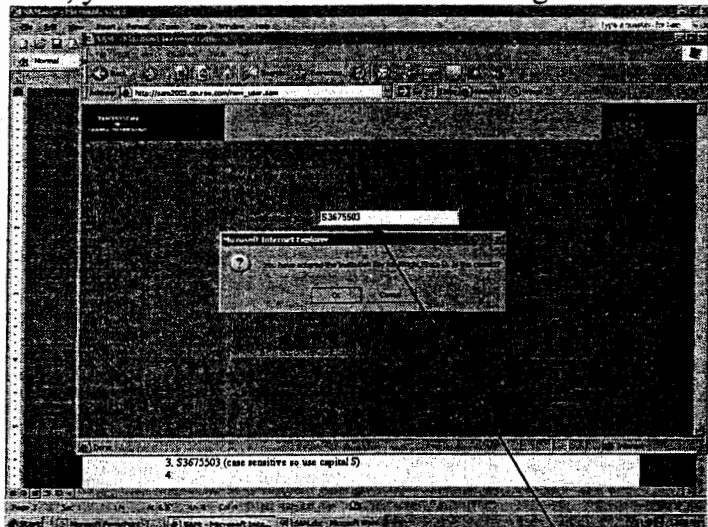
Week	Topic	Assignment
4	Develop a Professional-Looking Worksheet Computer Security Ethics and Privacy Working with Charts and Graphs	NP Tutorial 3 pp EX 95-EX 135, Excel Assignment from Casegrader TBA Read DC Ch 10 pp362-388 NP Tutorial 4, pp EX 145-186 Excel Case TBA, Assign Extra Credit Excel Assignment
5	Review, Wrap Up Exam 1	
6	Introduction to MS Access Database Management	NP Tutorial 1, pp AC 3 – AC34, Access Case TBA Read DC pp 381-353
7	Creating and Maintaining a Database Querying a Database Concepts Quiz 2	NP Tutorial 2, pp AC 35-80, Access Case TBA NP Tutorial 3, pp AC81-128, Access Case TBA
8	Creating Forms and Reports Data Storage Buyers Guide MS PowerPoint	NP Tutorial 4, pp AC129 – 161, Access Case TBA Read DC Ch 6 pp 219 - 242 Read DC Special Feature, pp 279 - 294 NP pp PPT 1-79, PowerPoint Case TBA
9	Integrating Word, Excel and Access and PowerPoint Concepts Quiz 3	NP Tutorial 3 pp INT 3-3 – 3-21, Integration Case TBA Extra Credit, Creating Web Pages with MS Office, pp WEB 3 – 30 Students can publish to their WSU web page
10	Review, Wrap Up Exam 2	

Student Set-Up Instructions for SAM

1. Double-click SAM in the desktop.

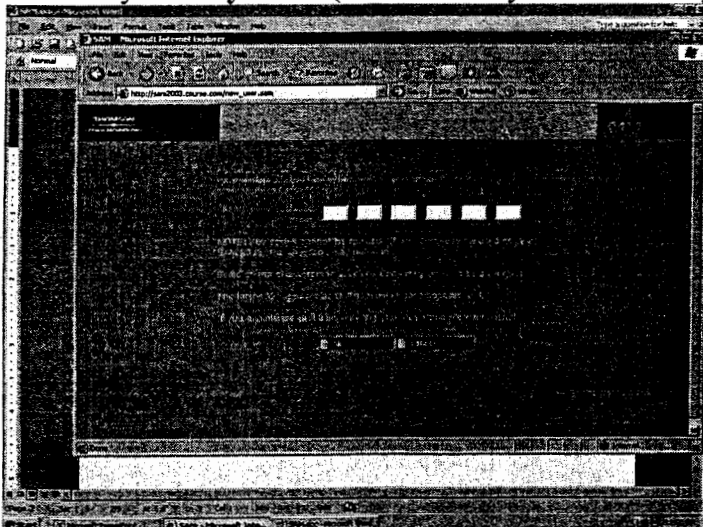


2. Click **new user** (you need to do this one time and only time even if you install it at home) Once you're set up as a user, you never have to click **new user** again. That will give the screen below:



3. You must enter WSU's institution key here which is S3675503 (This is case sensitive so use capital S). After doing so, when it asks if this is correct, click OK.

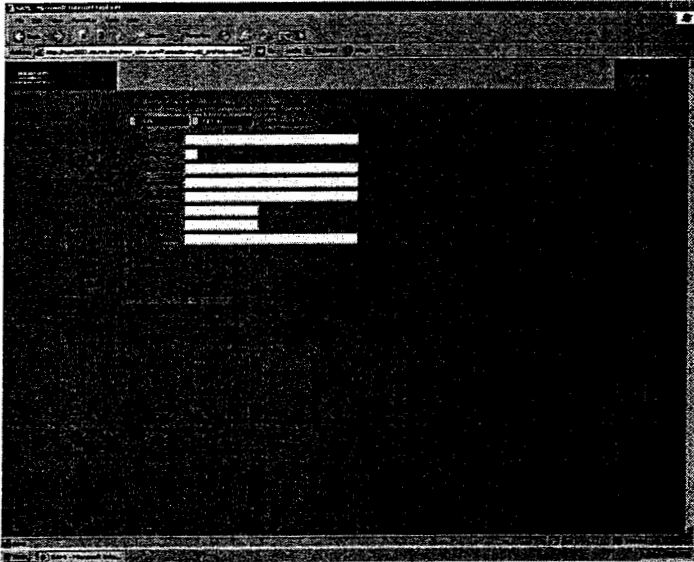
4. Enter your Key Code (found inside your SAM CD jacket on the orange label).



IMPORTANT NOTES:

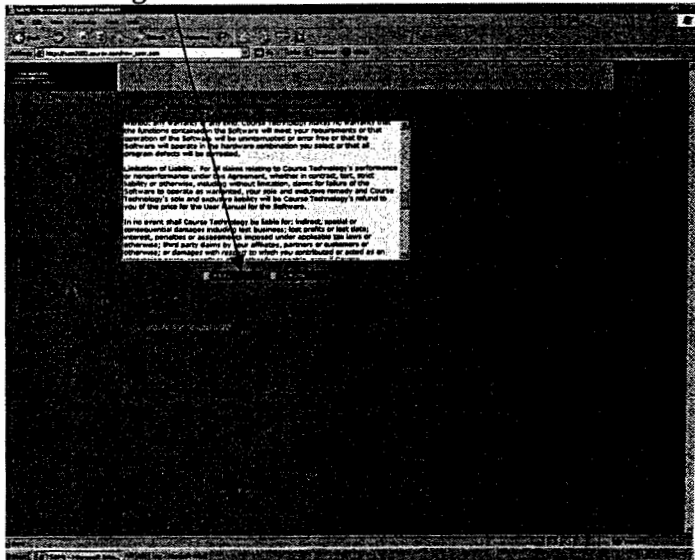
- A. This **Key Code** is case sensitive.
- B. The CD is not used at all unless you do this at home.

C. If you use a previously used disk this will tell you so and you can go no further. Otherwise, you will get the screen shown below:



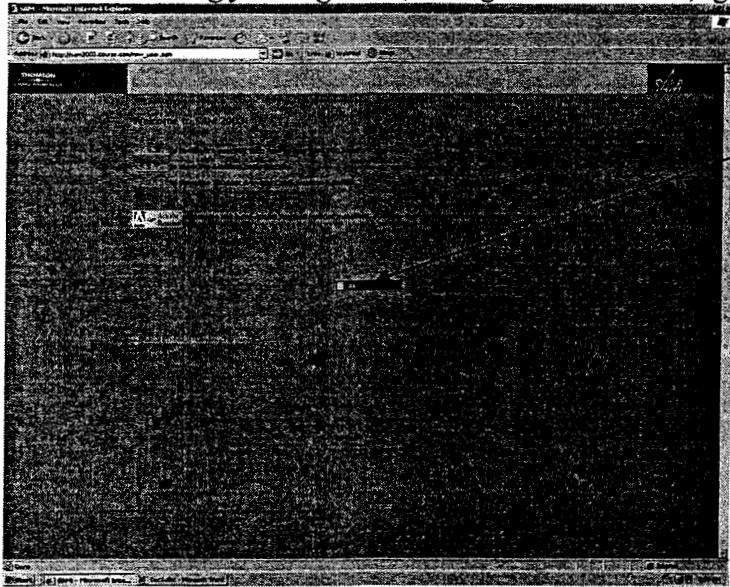
5. Fill in all data. **Alias** and **ID code** are not required. If you are concerned about the fact that we (the teachers) are able to see your login and password, it is recommended that they not use the same as WSU login and password here. **You must enter data marked with the red asterisk.** When finished, it will take you to the next screen that shows you the terms of your agreement.

6. Click agree.

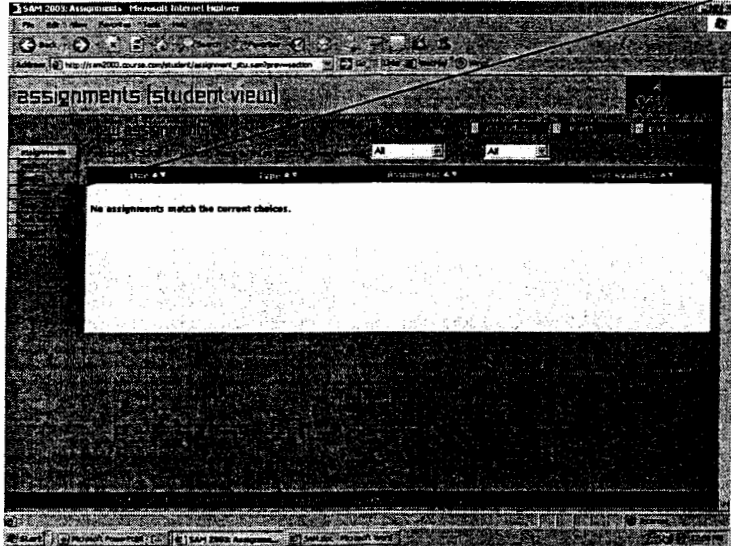


That will take you to the next screen that is shown on the next page.

7. After clicking *yes I agree* in the agreement screen, ignore this screen by clicking OK

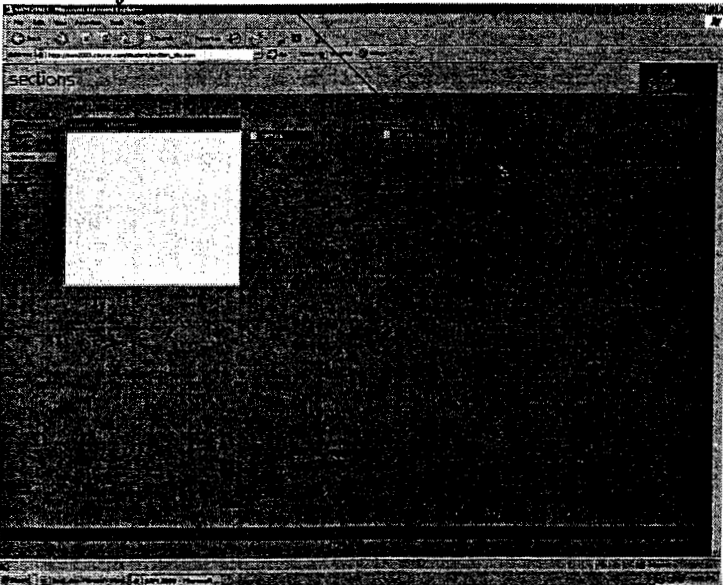


8. You should now be here at the screen below. Click sections.



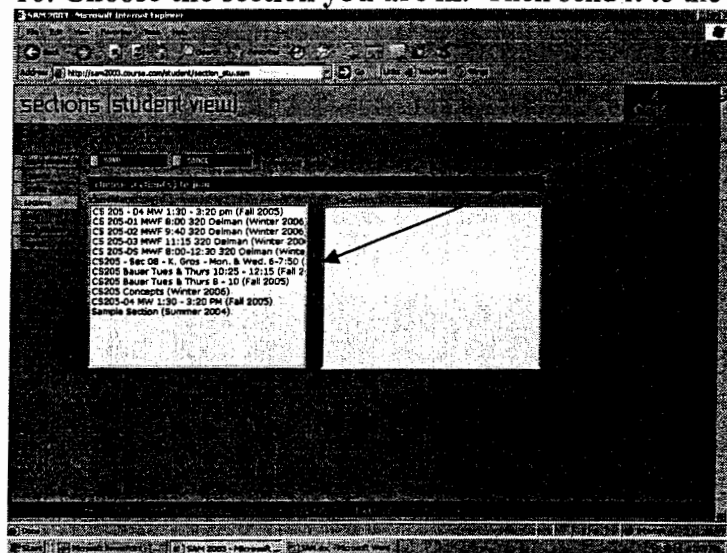
That should take you to the screen below:

9. Click **join section**



That should give you the screen on the next page.

10. Choose the section you are in. Then send it to the right by clicking the little arrow. Then click Save.



IMPORTANT NOTES FOR SAM (THE TEST TAKING SYSTEM) THIS WILL ALSO BE DISPLAYED ON TEST DAY.

- **IF YOU HAVEN'T REGISTERED YET, YOU MUST DO SO BEFORE YOU BEGIN. OUR INSTITUTIONAL CODE IS:S3675503 AND CHOOSE SECTION CS205-07.**
- **WHEN FINISHED CLICK END EXAM AND THEN SAY YES WHEN YOU ARE ASKED IF YOU'RE SURE. IF YOU DON'T SEE YOUR SCORE AT THE END OF THE EXAM DON'T CLOSE THE SCREEN WITHOUT ASKING FOR HELP!!**
- **IF YOU WISH TO SKIP A QUESTION AND GO BACK AND FORTH, CLICK THE LITTLE ARROWS IN THE LOWER RIGHT OF YOUR SCREEN.**
- **IF THE SYSTEM DOESN'T ALLOW YOU TO DO SOMETHING IT USUALLY MEANS YOU'RE NOT DOING IT CORRECTLY OR THEY ARE LOOKING FOR ANOTHER WAY.**
- **IF THINK YOU DID SOMETHING RIGHT, BUT IT DOESN'T MOVE YOU TO THE NEXT QUESTION, GO TO THE NEXT QUESTION AND THEN GO BACK. SOMETIMES IT DOESN'T REGISTER YOUR ANSWER.**
- **IF THINGS FREEZE OR IF YOU GET THE ERROR MESSAGE DON'T REBOOT THE COMPUTER IN THE MIDDLE, SIMPLY RESTART THE TEST.**
- **DON'T RUSH THE MACHINE. WAIT FOR THE SCREEN TO MATCH THE QUESTION.**
- **SOMETIMES THE TEST WILL WANT YOU TO NOT USE SHORTCUTS TO DO THE TASKS. IF THAT HAPPENS USE ANOTHER METHOD.**
- **HANDS MUST BE VISIBLE AT ALL TIMES AND NO OTHER INTERNET SITE SHOULD BE ON YOUR SCREEN. VIOLATION OF THIS RULE CAN MAKE YOU LIABLE FOR A ZERO ON THE EXAM!!!!!!!!!!!!!!**

ITEMS TO EXPECT ON EXAMS IN THE ORDER THEY ARE ASKED

Word/Excel Test

Word

1. Open Word In A Blank Document
2. Open An Existing Word Document
3. Close A Document And Exit Word
4. Add Text
5. Move Text
6. Copy Text To Several Areas
7. Move By Dragging And Dropping
8. Add/Modify Text
9. Add/Modify Text
10. Select Text
11. Delete Text, Undo And Then Redo
12. Change The Zoom %
13. Change Line Spacing
14. Change Font Size
15. Change The Font Face
16. Italicize Text
17. Spell Check
18. Thesaurus
19. Grammar Check
20. Use The Highlighter
21. Make Text Bold
22. Set Up Options To Do Spell And Grammar Check As You Type
23. Underline Text
24. Delete A Word
25. Change Colors Of A Word
26. Cut Text
27. Indent Text In The Format/Paragraph Menu
28. Center Text
29. Add Bullets Of A Given Style
30. Right Align Text
31. Indent Text
32. Apply Hanging Indent
33. Full Justify Text
34. Insert Items In Header Or Footer
35. Change Header Or Footer Text
36. Force A Page Break
37. Add Page Numbers
38. Change Margins In Page Set Up
39. Change Orientation In Page Set Up
40. Print Preview A Document
41. Print A Document
42. Save A Document
43. Insert A Clipart Using The Search Features

xcel

44. Delete Cells
45. Merge Cells

46. Move Cell Content
47. Insert Rows Or Columns
48. Copy Data
49. Delete Rows
50. Center And Merge Cells
51. Use The Fill Handle To Copy Data
52. Create A Series
53. Edit Text In A Cell
54. Delete Cell Content
55. Change Data In A Given Cell And Then Undo
56. Change A Font Face
57. Bold And Italicize Text
58. Change Font Color In A Cell
59. Add Given Types Of Borders
60. Change Fill (Or Background) Color Of Cells
61. Right Align Cell Content
62. Indent Using Format Cells
63. Wrap Text In A Cell
64. Rotate Text In A Cell
65. Freeze Cell Panes
66. Change Row Height (Without Using Click And Drag)
67. Change Column Width (Without Using Click And Drag)
68. Change To Landscape In The Page Setup
69. Add Items In The Header Or Footer Of A Spreadsheet
70. Change Margins In A Spreadsheet
71. Set Print Area
72. Print A Spreadsheet
73. Preview A Spreadsheet
74. Show All Formulas
75. Change The Zoom %
76. Fit To A Given Number Of Pages In Page Setup
77. Add A Drop Shadow
78. Select Cells Adjacent Or Non Adjacent
79. Format Nonadjacent Cells
80. Create A Formula
81. Edit A Formula
82. Use Absolute Address
83. Create A Formula Using Relative Address
84. Total Cells
85. Use The MIN Function
86. Use The MAX Function
87. Use The NOW Or TODAY Functions
88. Use The IF Function
89. Create A Chart With The Chart Wizard
90. Reformat A Chart
91. Apply Conditional Formatting

Access/Powerpoint Test

Powerpoint

1. Create A Blank Presentation
2. Use Autocontent Wizard
3. Apply A Template
4. Delete Slides
5. Create A New Slide With A Given Layout.
6. Correct Capitalization
7. Enlarge Text Font Size
8. Delete A Placeholder
9. Insert Clipart Using The Search Feature
10. Widen A Textbox
11. Animate An Item Inside A Slide
12. Apply A Motion Path
13. Apply A Fade Animation To An Object
14. Apply A Transition To A Given Slide
15. Apply A Transition To A Given Slides And/Or An Entire Presentation
16. Remove Transitions
17. Move A Slide
18. Change The Layout Of A Slide
19. Manually Set Timings

Access

20. Start Or Launch Access
21. Create A New Database
22. Open An Existing Database
23. Edit A Table
24. Edit A Table
25. Edit A Table
26. Open A Table And Then Go Into The Design View.
27. Open A Query
28. Open A Form
29. Go To A Record Using The Navigation Button
30. Add A New Record Using The New Record Button
31. Print Preview A Table
32. Change A Table Page Set Up To Landscape
33. Insert A Row And Then Add A Field In A Table Design
34. Make The Title Field Required In A Table Design View
35. Set Default Of A Field
36. Sort Records In A Table
37. Create A Table
38. Add A Field To Table
39. Add A Field To Table
40. Add A Field To Table
41. Set A Primary Key
42. Change A Data Type In The Table Design
43. Use The Query Wizard
44. Write A Query With Given Fields
45. Show The Top Five Records Of A Query
46. Do A Calculated Field In A Query
47. Print A Query Without Opening It.

48. Create A Delete Query
49. Using The * To Show All Field In A Query
50. Using A Field As Criteria With Showing It In A Query
51. Use The Form Wizard
52. Create An Autoform
53. Add A Record
54. Delete A Field Form A Table Design
55. Insert A Field
56. Create A Query With Given Fields And A Given Criteria
57. Sort A Table
58. Print A Report
59. Preview A Report
60. Use The Report Wizard To Create A Report
61. Create A Query With Two Criteria
62. Using A Date As Criteria In A Query
63. Use Criteria In A Query
64. Use A Rounding Expression In A Query
65. Count In A Query
66. Join Tables In A Query
67. Make A Parameter Query
68. Create A Delete Query Using Criteria
69. Create An Update Query
70. Find Average, Count In One Query
71. Create A Calculated Field In A Query
72. Create A Count Query Using * Or Sql
73. Create Relationship To Enforce Referential Integrity